SPECIAL EDUCATION CHILD COUNT ELECTRONIC MANUAL
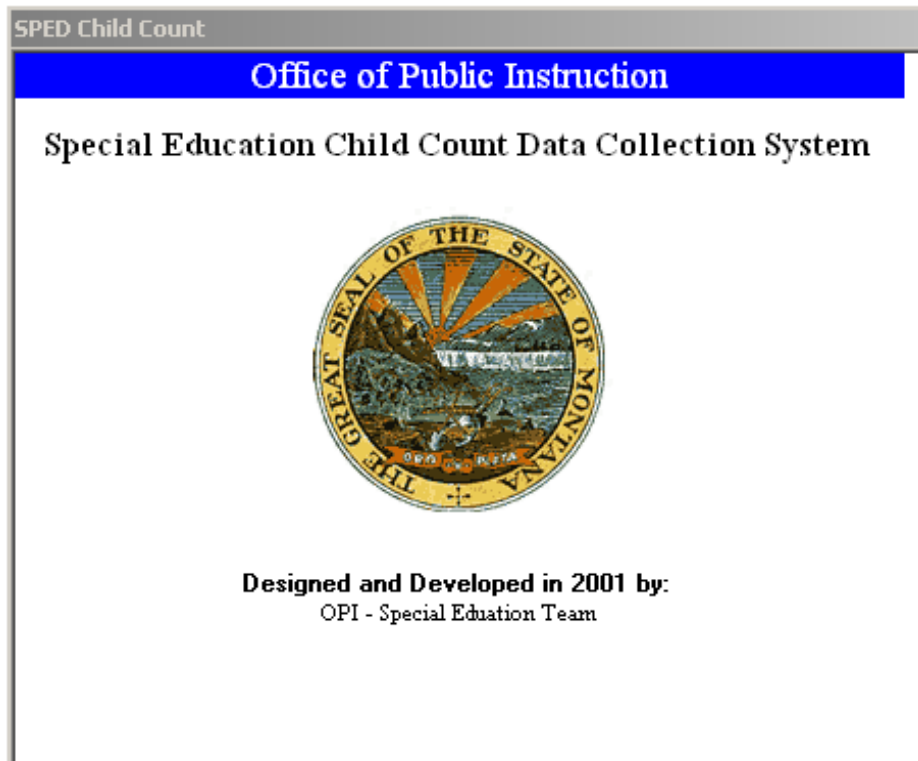

Office of Public Instruction

Special Education Child Count Data Collection System

Designed and Developed in 2001 by:
OPI - Special Eduation Team

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Hardware and software requirements

Any computer capable of running a web browser equal to Internet Explorer 4.0 with service pack 2 or Netscape 4.0 or later and a connection to the Internet can be used for the Special Education Child Count Reporting System.

IBM

Microprocessor	80486 or higher as required for a web browser
Memory	8mb of Ram as required for a web browser
Video	VGA or SVGA as required for web browser (1)
Hard disk	At least 2.5 mb free disk space available
Mouse	As required for web browser

Macintosh

Power PC or better

Memory	8mb of Ram as required for a web browser
Operating System	7.5 or greater
Video	Not applicable
Hard disk	At least 2.5 mb free disk space available
Mouse	As required for web browser

> (1)   A screen resolution of 800 x 600 will provide you with the most efficient video resolution. A resolution of 640 x 480 will not provide you with a good working environment. To change your video resolution right click on your desktop, go to Properties and select Settings. Move the slider bar under "Screen Area" until a resolution of 800 x 600 is displayed. Click "OK". You will be prompted to accept the new settings in the "Display Settings" dialog box. The monitor will blank and display the new settings under the "Monitor Settings" dialog box.   If you do not click on the "OK" button at this point your settings will be returned to normal after 15 seconds. If the video settings appear normal click "OK" and your monitor resolution will be reset.

Your schools will access the Office of Public Instruction's Child Count Reporting System via the Internet and OPI's WEB page at http://www.metnet.state.mt.us.

Bring up the OPI home page and click on the bright red link entitled 'Electronic Reporting Systems' that is located on the right side of the screen. This link will take you to IRIS, the Internet Reporting and Information Service.

If you experience difficulty in getting to OPI's home page, please try to reach another site like www.yahoo.com or www.google.com. If you cannot reach either of these sites, your problem is likely with your local Internet provider. Please give them a call.

If you find that you can reach other sites on the Internet, but cannot reach the OPI site, please call the OPI Help Desk at 406-444-9444, select option 2 from the menu.

Logging in to IRIS

The login page allows you enter IRIS.

This link (?) will connect you to a site with frequently asked questions and answers pertaining to the program. It also provides the user with the option of sending a question directly to the Office of Public Instruction. Questions are responded to within a reasonable amount of time.

This link will connect you to a site where you can download the Child Count Instruction Booklet and this manual, Electronic Child Count Manual.

Log in using the user name and password provided to you by the Office of Public Instruction. If you cannot find your user name and password call the OPI help desk at 406-444-9444, select option 2.

After you login this window will appear.

If this is the first time you have run the application you will need to install the Citrix ICA Web Client. Click on **Download Client software**.

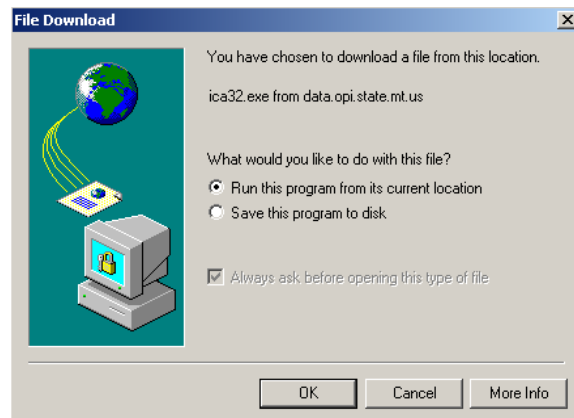**If you already have the client installed, skip to page 9.**

SPECIAL EDUCATION CHILD COUNT   Citrix Setup

Installing Citrix ICA Web Client
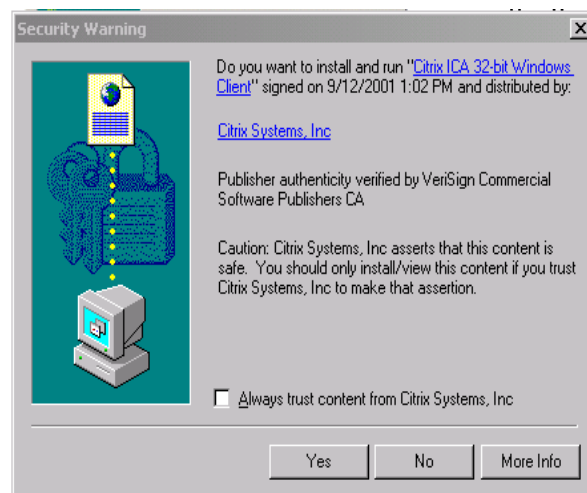
This is the first window in the installation process.
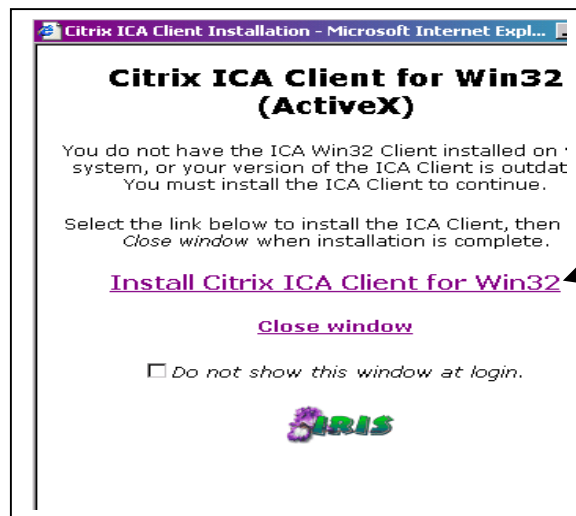
Click on **Install Citrix ICA Client for Win 32.**

If you are a Mac user, it will prompt you.

Choose the radio button **Run this program from its current location** and click **OK**.
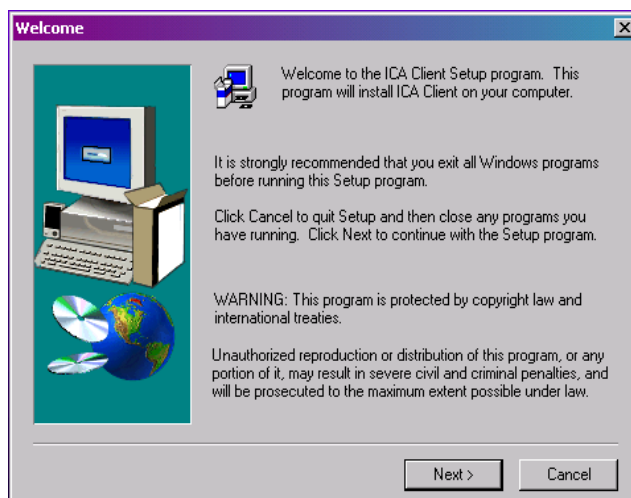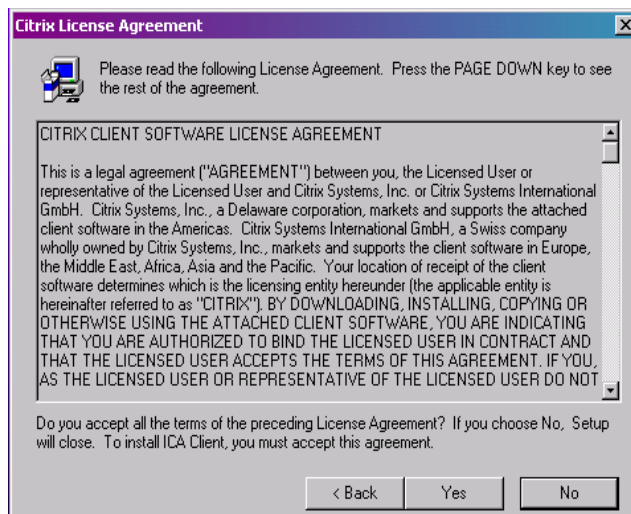
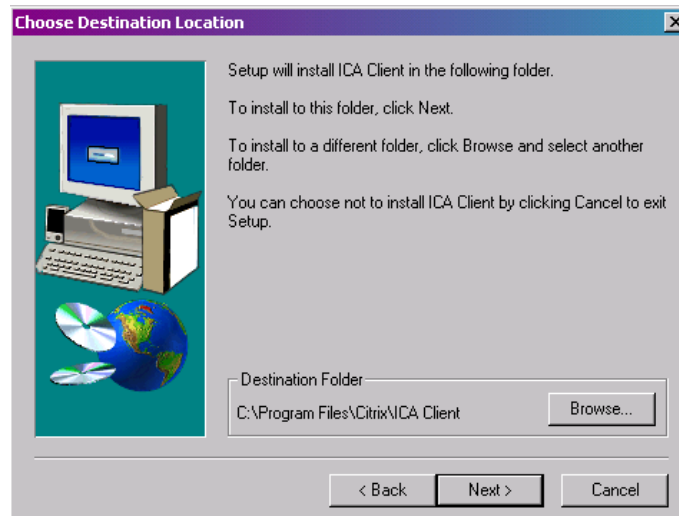Click **Yes**.

Click **Next**.

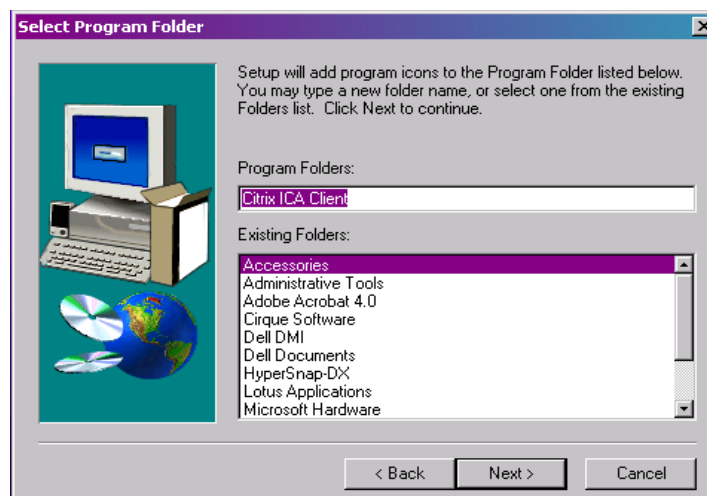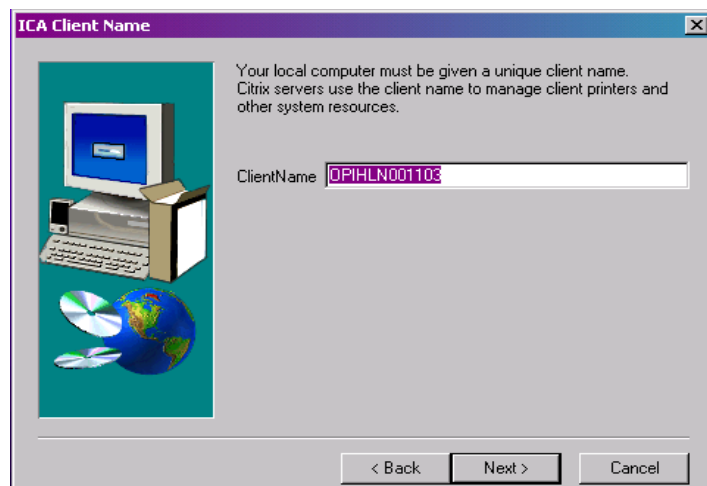The machine will be busy for a few minutes.

Click **Next**.

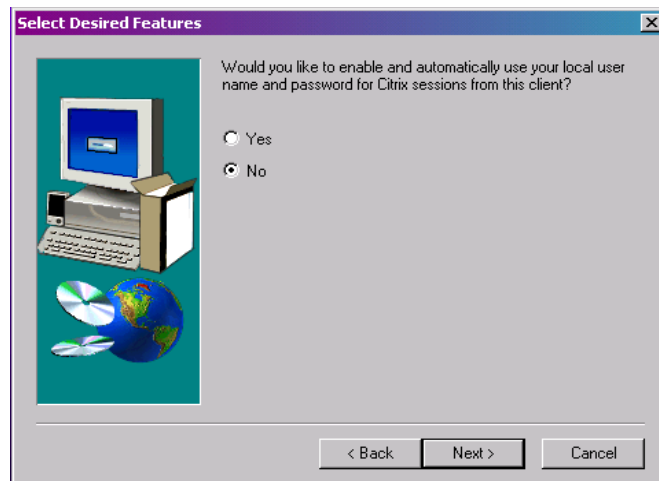Click **Yes** to accept the license agreement.

Click **Next**.

If you do not wish to change the folder name, click **Next**.

The client name will be automatically filled in for you. Click **Next**.

Make sure **No** is selected and click **Next**.

A setup program will run on your machine.
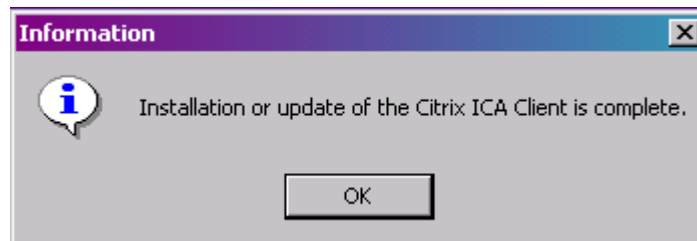
Click **OK**. You will need to restart your web browser before you begin entering data.

The Citrix Client is installed. This is the only time you have to run the client install. If you accidentally run this install a second time, it should not cause any problems, but it is not necessary.

After Citrix client is installed,

Click on the link
**Special Ed Child
Count Collection
Data**.
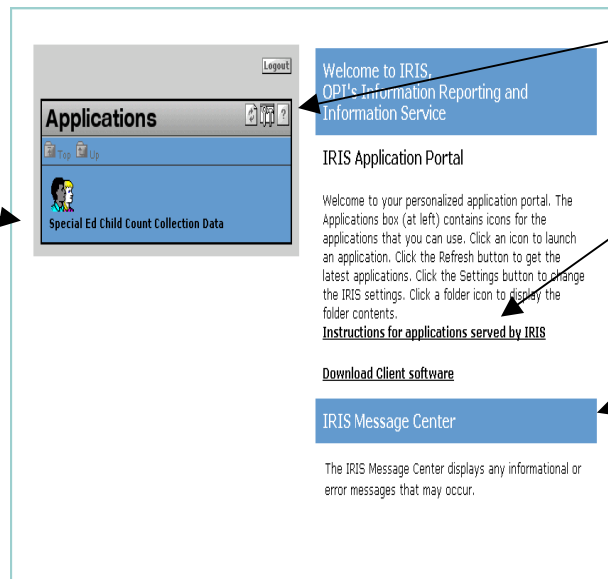
If you have questions, click the
"?" for frequently asked
questions.

If you need copies of the Child
Count Instruction Booklet or
Electronic Child Count Manual,
click on **Instructions for
applications served by IRIS**.

Be sure to note any messages in
the Message Center.

Congratulations!   You have successfully connected to the OPI-CITRIX server and are ready to
begin your work.

Special Education Child Count opening screen
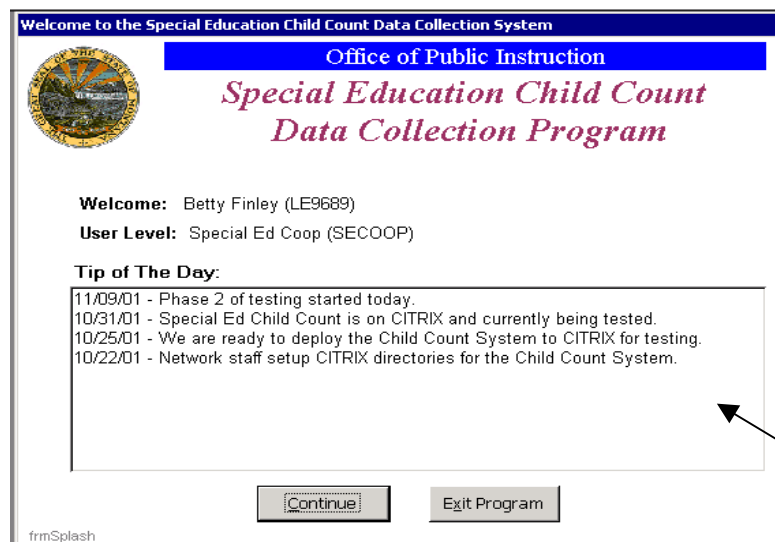
This should be the
next screen you
see.

If it is, you are
ready to test your
printer and then
begin data entry.

Be sure to read the
Tip of the Day for
any updates,
changes or tips.

Click **Continue**.

If you have not been given access to the Special Education Child Count Program, you will see the following error. To gain access, please call OPI at 444-9444 and select option 2.

Testing Your Printer

The first time you log in, you will see this screen for testing your printer. Once you have successfully tested your printer, this screen will no longer appear. If you have printer problems and must contact OPI, you will still be able to do data entry while you wait for the problem to be resolved. Click the Printer Not Working button to continue. You can return to the Printer Test screen at any time by clicking on the Help button located on the Special Education Child Count Main Menu, and selecting the Printer Test option.

Click here to test your printer. Follow instructions to complete the printer test.

When the printer test is finished, you will be returned to this screen. Choose the appropriate button to continue.

If your printer test is successful, you can begin your data entry.

If the printer test is not working, use the instructions in the next section to help you determine which printer driver you have and then contact OPI at 444-9444, option 2, then option 1.

Identifying your Print Driver

IRIS is designed to work with your locally attached or network printer. If you experience difficulty printing, it may be because the IRIS server does not have your print driver loaded. If you have problems with printing, please call the OPI Help desk so we can assist you in identifying your printer and arranging for the correct print driver to be loaded on the Citrix server for your printer. The Help desk can be reached at 406-444-9444, select option 2, then option 1.
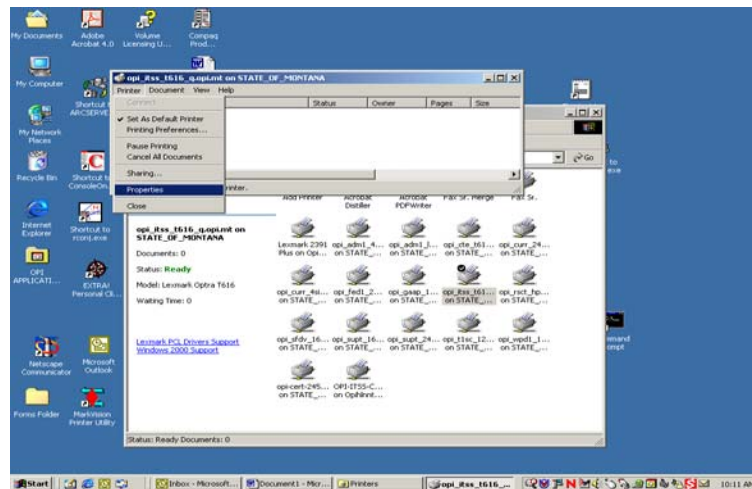
To find out what printer you have set up for IRIS go to **Start** in the lower left corner of your screen, choose **Settings, Printers.**
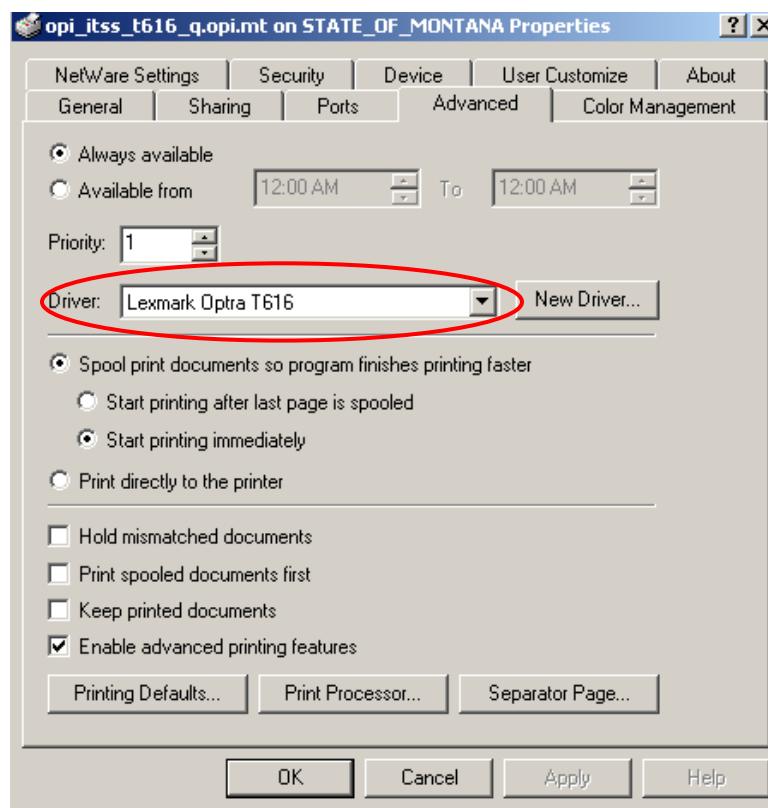

Double click on the printer with the check mark on it. This is your default printer.
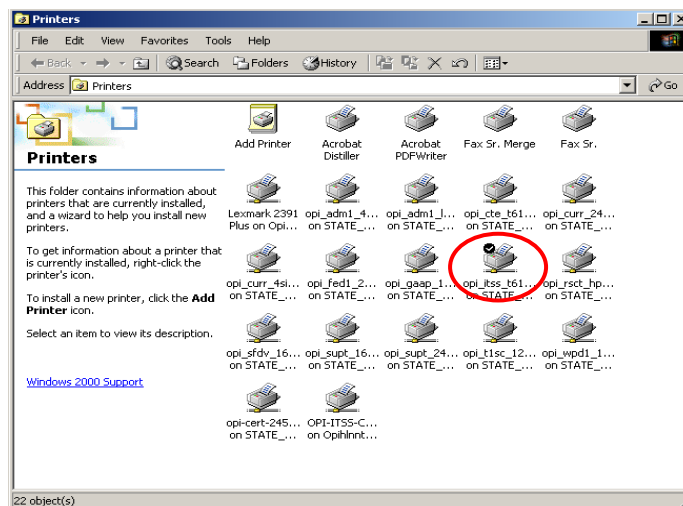
Click Printer menu and select the Properties command.

Click on the Advanced tab, or the Details tab depending on your computer.


Your printer is listed in the Driver box. We may need this information to activate your printer on the IRIS server. Please be ready to give us this name exactly as it appears in the driver box. This includes spaces and capital letters. If you have problems please call the OPI help desk at 406-444-9444, select option 2, then option 1.

SPECIAL EDUCATION CHILD COUNT   Electronic Instruction Manual

General Instructions

For general instructions on filling out the child count form, please refer to the Child Count Instruction Booklet that was mailed out the week of Thanksgiving. If you need additional copies of the Child Count Instruction Booklet, you can download a copy (see page 4) or call 406-444-9444, select option 1. The following instructions will take you through the electronic submission of Child Count reporting.

Getting Started

After login, you will see this opening screen.
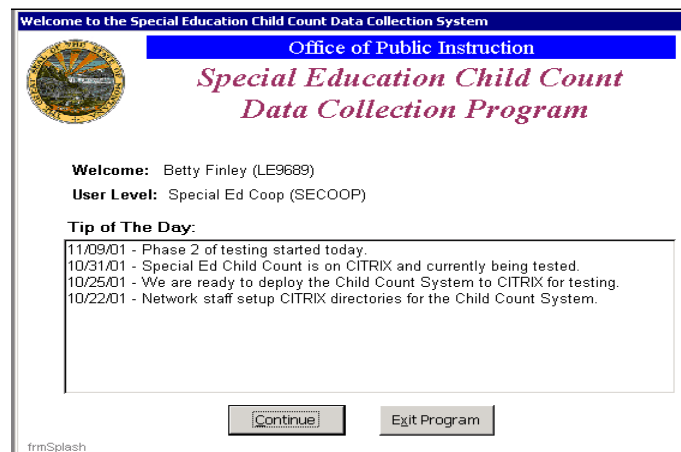
This program will be used by School Districts and Special Education Cooperatives. Your access to various data and reports depends on which type of entity you are. Based on your ID, the program will limit your access to just those areas of concern to you and the data you need to enter. Your user level is described on this screen. If you believe your user level is incorrect, contact the Office of Public Instruction at (406) 444-9444 select option 2 and then option 2 again.

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Be sure to read the Tip of the Day each time you log in. OPI will be using this space to keep you informed of any updates or changes to the system, as well as giving data entry tips and hints.

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Click Continue to move to the Main Menu.

SPECIAL EDUCATION CHILD COUNT MAIN MENU

When you log in, the program will identify you as a specific school district or special education cooperative based on your login ID and password. Because the structure within the program is different for a school district and a cooperative, this section of the instructions has been broken out into screens that school districts will see and screens that special education cooperatives will see. The screen used for data entry is the same for both entities.

SPECIAL EDUCATION CHILD COUNT   Electronic Instruction Manual

For a school district

The district name and legal entity are shown here. If a district is a member of a coop, the coop name is also shown here.

Choose your task here. The task selected will be grayed out.

Double click on Step 1 to select a school within the district for data entry.

Double click on Step 2 to submit the district's child count data to OPI.

Click to exit the program.

Each time you complete a task and click the Exit button at the bottom right-hand corner of that screen, you will be returned to this Main Menu where you can choose your next task or choose to Exit the program.

Selecting a school within the school district

Select from the pull-down menu the specific school that data will be entered for.

A school district may enter data for each individual school within the district. Data can be edited at any time until the data is submitted to either the special education cooperative if the district belongs to a cooperative, or to OPI if the district does not belong to a cooperative. If data must be edited after submittal, it must be done by a phone call to either the cooperative or OPI. If a cooperative has submitted data to OPI, the cooperative and any of its member districts will need to contact OPI to make any additional changes to the data.

It is the responsibility of the person who has been assigned the User ID and password to submit the data. **The entire school district (all schools within the district) is submitted together during the submittal process.** Be sure that, if more than one person is entering data, the data is not submitted prior to entering all data for the school district.

For a special education cooperative

Choose your task here. The task selected will be grayed out.

The coop name is shown here

Double click on Step 1 to begin entering data.

Double click on Step 2 to submit data to OPI

Click to exit the program.

Selecting a member school district and school from the list of cooperative members

This menu lists all districts that are members of a cooperative. A district can be selected by single click.

It also indicates whether the district has submitted its data to the cooperative.

If a district has not submitted its data to the cooperative, the cooperative can view the data for each individual school, but cannot edit the data. If a district has submitted its data to the cooperative, the district can no longer edit the data, however, the cooperative now has rights to edit the data prior to submittal to OPI. If the district does not have electronic access, and the cooperative will be doing the data entry for these districts, the cooperative will need to contact OPI to "flag" these specific districts as 'submitted to cooperative'. At this point the cooperative will be able to enter students for these districts that do not have electronic access to this system.

After a district has been selected, a school within that district can be selected. with a single click

Data entry screen

When a school within the district has been selected, the screen changes to show fields. It is the same for both school districts and special education cooperatives, except that at the top of the screen, the name will be different. Again, cooperatives will not be able to enter data for a school within a member school district unless the school district has submitted its data to the cooperative. A cooperative will, however, be able to view the data that has been entered by the school district on this screen.

Press here to print your school data on a child count form to submit to either your cooperative or OPI.

To delete a student, place the cursor on the specific student record and then press the **Delete** button.

Click here to close the screen.

Entering a record: If your curser is not already in the Initials column, place it there and begin. You can move from column to column by pressing the tab key or using your mouse to place the curser in the column. Several of the columns have pull-down menus and there are specific validation rules that are associated with several of the columns. These are discussed below.
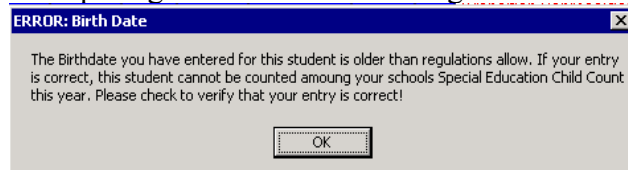
Initials:

This field cannot be left empty. Each student entered must have 3 initials. If the middle initial is not known, enter "X" for the middle initial.

Birthdate:

This field cannot be left empty. The birth date must be entered as shown, with a 4-digit year.

The program will not allow a student less than 3 years old, nor older than 22 years old to be entered. The program will present a window requiring the birth date be changed before continuing.

ERROR: Birth Date

The Birthdate you have entered for this student is older than regulations allow. If your entry is correct, this student cannot be counted amoung your schools Special Education Child Count this year. Please check to verify that your entry is correct!

OK

Gender:

This field cannot be left empty. Gender can be entered either by typing "m" or "f," or by using the pull-down menu. The program will accept either upper or lower case.

| F | Female |
| M | Male |

Duplicate Override:

The program allows records with duplicate initials, birth date, gender, grade, and race to be entered only if "duplicate override" is checked. An example for using the duplicate override would be in the case of twins or triplets that have the same data in the above listed fields.

Grade:

PK	Pre-Kindergarden
K	Kindergarden
P1	Pre-Grade 1
1	Grade 1
2	Grade 2
3	Grade 3
4	Grade 4
5	Grade 5
6	Grade 6
7	Grade 7
8	Grade 8
9	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12

This field cannot be left empty. Grade can be entered by either selecting from the pull-down menu or entering the 1 or 2 digit code. A grade must be entered for each student. If the student is in an ungraded program, enter the grade the student would be in based on chronological age.
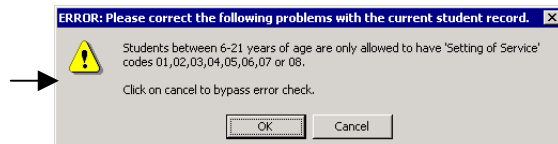
Race/Ethnicity:

This field cannot be left empty. Race/ethnicity can be entered by either selecting from the pull-down menu or entering the 2 digit code. Only one code can be entered.

Setting of Service:

This field cannot be left empty. Setting of Service can be entered by either selecting from the pull-down menu or entering the 2 digit code. Only one code can be entered. For students ages 6-22, select from codes 01–08. For students ages 3-5, select from codes 11–18. (See Child Count Instruction Booklet for more detailed instructions.)

If a setting code is selected that does not fit the age group (for example, if code 01, Regular Class, were selected for a 4 year old student, the following error message would show and the error would have to be corrected before continuing..

Disability:

This field cannot be left empty. Place your curser in the disability column. This will bring up a window in which to enter disabilities. A disability can be entered by choosing from the pull-down menu or entering the two letter code. Additional disabilities are entered in the same way. Double click in the disabilities code column to edit the field.

Student Initials will appear here, to show which student you're adding disability codes for.

To exit the disability window, click the open book icon.

To delete a disability code, for a student, place your curser on the appropriate disability code and press the 'Delete' button.

Transition Services:

Place your curser in the transition services column. This will bring up a window in which to enter transition services. A transition service code can be entered by choosing from the pull-down menu or entering the two letter code. Additional services are entered in the same manner. Double click in the transition services column to edit the field.
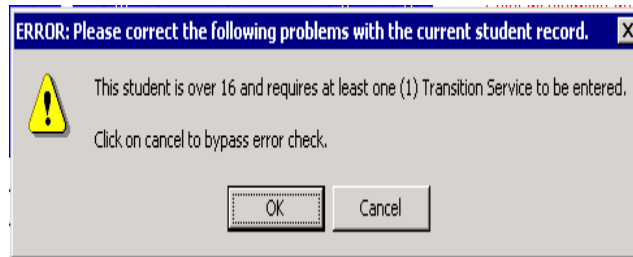
Student Initials will appear here, to show which student you're adding transition service codes for.

To exit the transition services window, click the open book icon.

To delete a transition service, for a student, place your curser on the appropriate transition service code and press the 'Delete' button.

<u>A transition service code is required for students 16 years of age or older</u>. A code may be entered for younger students, if appropriate. If a transition code is not entered for a student 16 years or older, the following error message would show and the error would have to be corrected before continuing.

ERROR: Please correct the following problems with the current student record.

This student is over 16 and requires at least one (1) Transition Service to be entered.

Click on cancel to bypass error check.

[OK] [Cancel]

A tab after completing the transition services column will save the record and advance to the next line (record).

Delete a student record

To delete a student record, click on the appropriate student record and press the **Delete** button at the bottom of the screen.

Submit the child count data

> **PLEASE NOTE:** If you are a district, selecting 'Submit Work' will submit ALL the schools you are reporting student data for. If you are a cooperative, selecting 'Submit Work' will submit ALL the member districts and their schools that you are submitting data for. <u>BE SURE ALL CHILD COUNT DATA HAS BEEN ENTERED BEFORE YOU SUBMIT YOUR DATA</u>.

To submit your child count data, return to the main menu and double click on Step 2 – Submit Data.

Data here will be highlighting your district or cooperative that you are submitting your data for, and to where the data will be submitted.

If you are a cooperative, or a non-coop district, this screen will let you know that you are submitting your data to OPI.

This screen allows you to preview your work prior to submittal. Selecting this option will print individual child count forms with prefilled student data for each school.

When you are done previewing, and are satisfied that it is correct, click **Submit Work.**

Remember, after the data has been submitted, you can look at the data, however, you no longer have rights to edit the data.

Print your Child Count Report

Return to the Main Menu and select the **Reports** menu.

Double click on **Hardcopy School Child Count Form w/Student Data**.
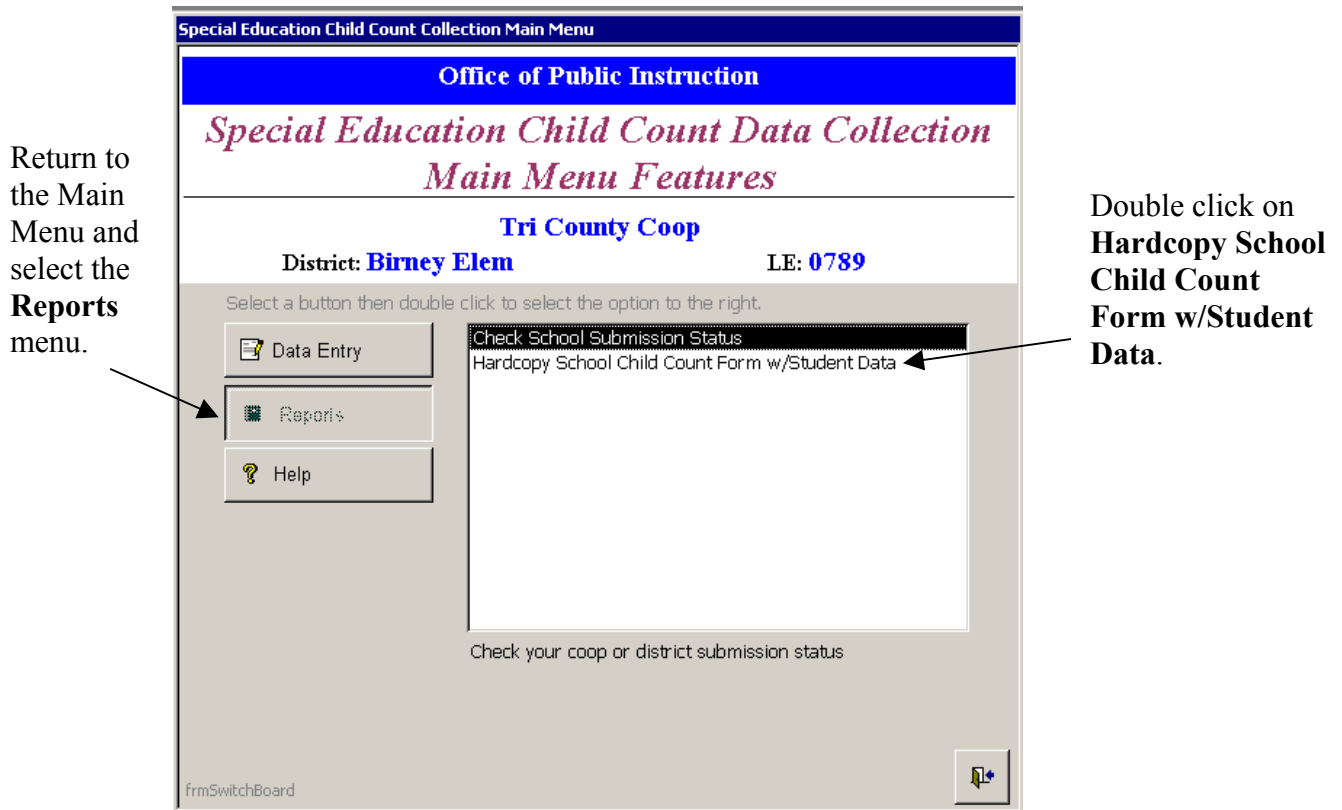
Please Note: Selecting to print the Child Count Form from the 'Reports' menu will print all child count forms for each school under your district. If you are a cooperative, this report will print each child count form for each of your schools in your member districts. You can print individual child count forms by selecting the 'Review/Print School Data' button from the data entry child count screen.

To print this form, click on the **print** icon in the upper left hand corner of the window.


To close the window, click on the **X** in the upper right hand corner of the window.

Scroll down the page by using the **scroll bar** on the right hand side of the window.

Check School Submission Status

This report will show the submission status of your district and your associated schools, or if you are a cooperative it will show the submission status of all your member districts.

Return to the Main Menu and select the **Reports** menu.

Double click on **Check School Submission Status**
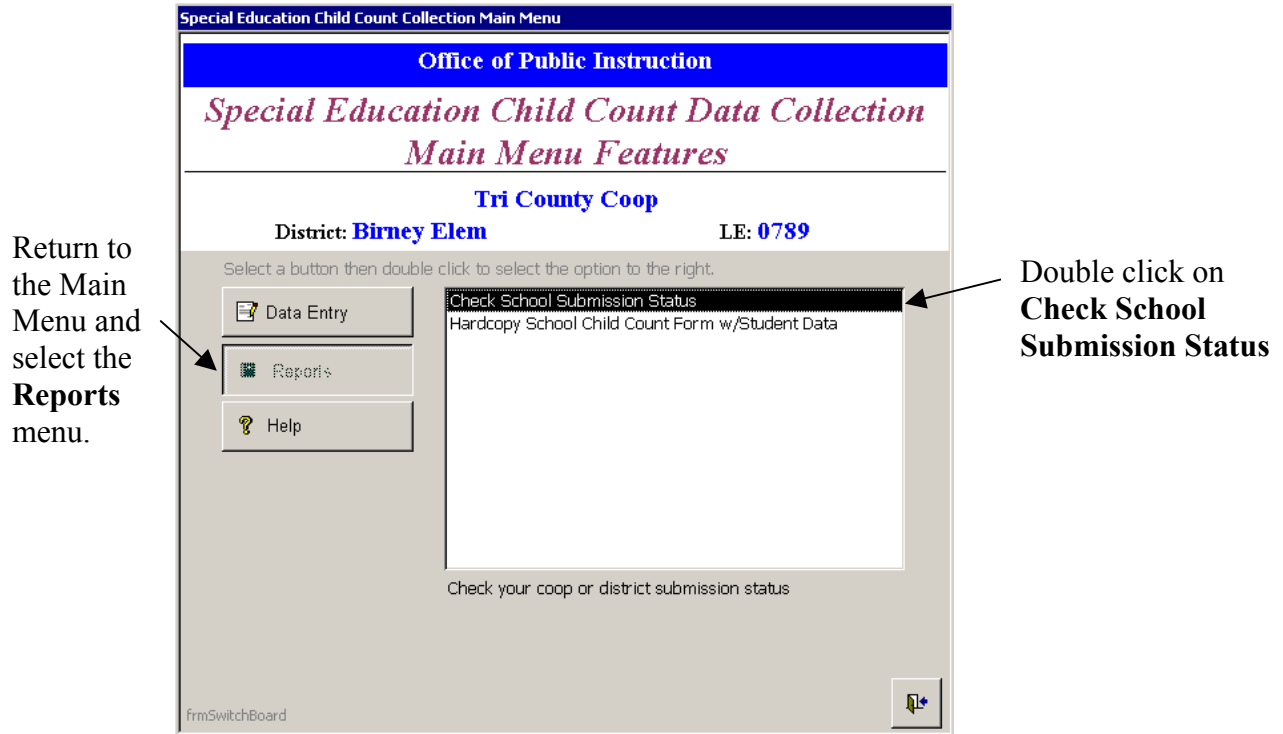
Please Note: Districts will see their district with associated schools on this report. Cooperatives will see all member districts and associated schools.

To print this form, click on the **print** icon in the upper left hand corner of the window.

To close the window, click on the **X** in the upper right hand corner of the window.

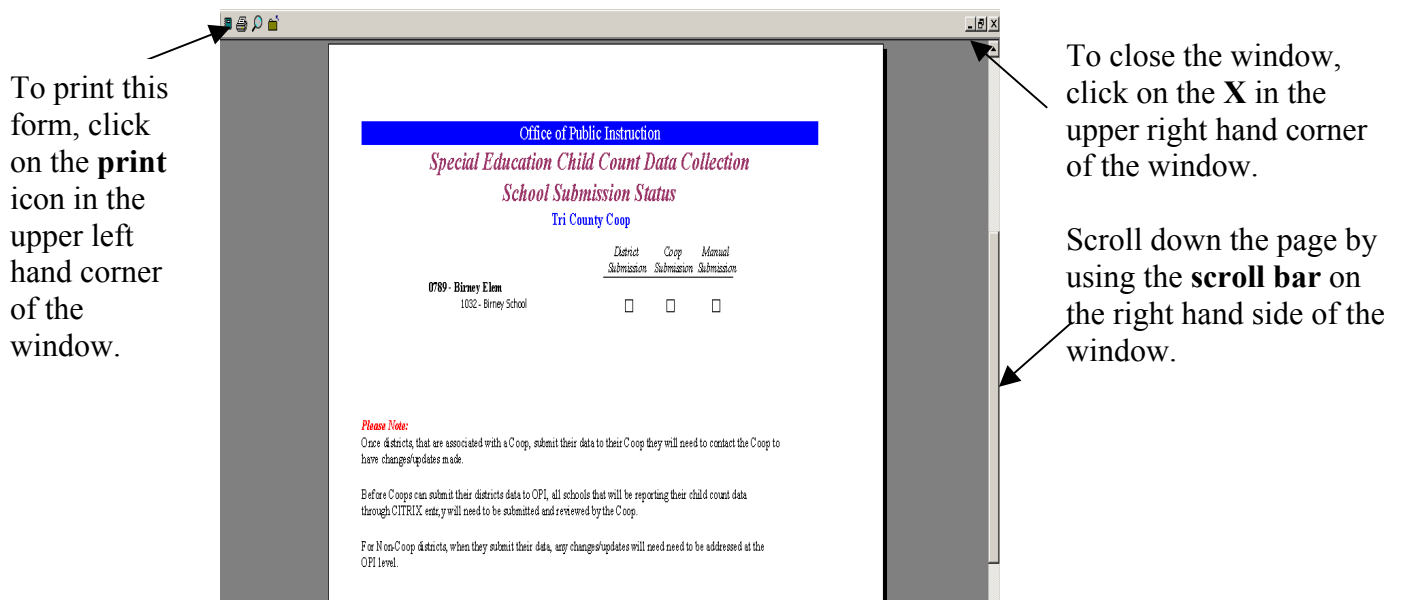Scroll down the page by using the **scroll bar** on the right hand side of the window.

To exit the program, click on the open book icon in the lower right hand corner of whichever screen you are in. Continue in this manner until the program is closed.

If you have questions or problems concerning the electronic program, call 444-9444 and select the appropriate menu option.

We are asking that electronic submitters print out a copy of their child count form and mail to the Office of Public Instruction, as well as submitting the data electronically.

Mail to: Pat Reichert
                Office of Public Instruction
                PO Box 202501
                Helena, MT 59620-2501

Thank You

Thank you for participating in OPI's electronic Special Education Child Count program. Your comments and input are important to us as we continue to refine this process. Please send your comments and suggestions to Pat Reichert, Data Manager, Division of Special Education, Office of Public Instruction, PO Box 202501, Helena, MT 59620-2501, or e-mail preichert@state.mt